



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EXECUTIVE ADMINISTRATIVE SECRETARY

Job Number: 21001351

Job Code: 99290V161016

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 10/16/2016

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as secretary to a commissioner, deputy commissioner, deputy secretary, office head, executive director, general counsel, principal assistant or similarly titled policy making position (excluding cabinet secretaries or elected officials), or the administrative head of a board or commission under the provisions of KRS 18A.115 (K); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure knowledge, skills and abilities to accomplish position objectives.

EXPERIENCE:

Sufficient experience which would assure knowledge, skills and abilities to accomplish position objectives.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the administration of general office functions in the office of an official as outlined in the Characteristics of the Job. Files correspondence, legal documents, reports and other records. Takes dictation and transcribes notes. Types correspondence, reports, articles, speeches, documents concerning litigation or other material. Proofreads correspondence and reports for accuracy. Drafts correspondence, memos and reports for supervisors. Schedules appointments, arranges travel schedule and reservations, and provides information to callers. Receives, logs, evaluates and distributes mail to appropriate individuals. Maintains filing system. May keep time and attendance records. Receives, processes and types legal documents. Schedules hearings. Prepares financial records. Prepares and may sign supervisor's name to correspondence, inter office forms, requisitions and similar documents. Keeps manuals current. Compiles data to be used in reports. Interprets regulations according to well defined standards and applies rules to a variety of work situations. Prepares any records required by the duties of the office. Performs administrative support work of a routine nature.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.